



**April 8, 2005**

**St. Louis  
GATEWAY CONTINUITY OF OPERATIONS WORKING GROUP  
(GCWG)  
CHARTER**

**1. PURPOSE**

The Gateway Continuity of Operations (COOP) Working Group (GCWG) is a sub-working group of the FEB Emergency Readiness, Response & Recovery Committee. It was established to promote the development of COOP plans and enhance the Federal Communities overall emergency preparedness for a wide range of potential emergencies as mandated in Presidential Decision Directive (PDD) 67, and Federal Preparedness Circular 65. The activities of the Gateway Continuity of Operations (COOP) Working Group (GCWG) will be coordinated with and through the FEB Emergency Readiness, Response & Recovery Committee to include the St. Louis Federal Executive Board.

**2. PARTICIPANTS**

The GCWG is comprised of Federal Executive Branch department and agency COOP program managers. Regional Legislative and Judicial Branch departments and agencies will be invited to participate in GCWG activities. Although membership on the GCWG is designated by the FEB Emergency Readiness, Response & Recovery Committee and the St. Louis Federal Executive Board participation is open to every Federal department and agency in the greater St. Louis area. The GCWG will be chaired by DHS/FEMA Region VII and Co-Chaired by GSA Region VI.

**3. OBJECTIVES \***

- a. Ensure the viability of federal COOP capabilities and plans through coordinated planning and exchange of information and management techniques.
- b. Sponsor and support interagency interoperability and training to strengthen and enhance regional COOP plans and capabilities.
- c. Recommend common goals and standards for COOP planning, budgeting, and programming.

- d. Provide standards and criteria to ensure interoperability among Federal Agencies COOP plans and programs.
- e. Encourage mutual aid and assistance in the planning for and conduct of COOP.
- f. Support the objectives of National Security Emergency Preparedness (NSEP) as identified in relevant Presidential guidance.
- g. Encourage coordination and communication between programs such as those detailed in PDDs 62, 63, and 67.
- h. Coordinate programs and activities as directed by the St. Louis Federal Executive Board (FEB) and serve as a source of recommendations on continuity of operations policy, planning, and programs.
- i. Standing and *ad hoc* committees may be established to accomplish the purpose and objectives of the GCWG.
- j. The GCWG will meet on a regular basis as determined by the regional working group membership. Any member may request a special meeting of the group.
- k. Meetings will be conducted in an unclassified environment.

#### **4. PERIODIC CHARTER REVIEW**

On an annual basis the GCWG will review the adequacy of its charter and make recommendations for appropriate changes to the FEB Emergency Readiness, Response & Recovery Committee.

**(\*) The objectives stated above are supported by the attached addendum “Gateway CWG Charters Objectives, Tasks and Goals.”**

**The Gateway CWG Charters Objectives, Tasks and Goals is a “Living Document” that is designed to change based on the needs or analysis of the Group and or at the direction of FEB Emergency Readiness, Response & Recovery Committee or the St. Louis FEB.**

**The GCWC will update its Tasks and Goals at least quarterly, and its Charter Objectives at least annually, and present changes to the FEB ER3 Committee as appropriate.**

## **Gateway CWG Charter's Objectives, Tasks and Goals**

Objective a. Ensure the viability of Federal COOP capabilities and plans through coordinated planning and exchange of information and management techniques.

### Tasks and Goals.

- Continue a regular meeting schedule for the Gateway CWG.
- Develop sub-groups, as needed, to assist the GCWG in coordinating and developing the COOP program.
- Identify and then share with other federal agencies 'smart practices'.
- Identify other groups in the area with similar continuity of operations and emergency preparedness agendas and concerns.
- Identify common evacuation routes and plans, and coordinate this with respective St. Louis plans.
- Develop a centralized repository of alternate site phone numbers.
- Identify method to contact other federal offices during disasters and emergencies.
- Identify best system for updating phone numbers.
- Identify a central number where relocating federal offices can notify other offices of their new location and phone numbers.
  - Identify who should be responsible for managing this site and checking for relocating offices/sites.
- Identify a system to assist agencies that are relocating or need assistance when key systems are down (IT?).
- Establish a model COOP Plan Planning Sub-Working Group.
- Identify COOP guidance received from federal agencies or department headquarters.

Objective b. Sponsor and support interagency interoperability and training to strengthen and enhance regional COOP plans and capabilities.

### Tasks and Goals.

- Identify interoperability requirements and who needs to know what.
- Identify the training and support activities currently being offered by GSA.
  - Training
  - Planning
  - Other
- Become familiar with the National Response Plan and the impact on COOP.
- Become familiar with the National Incident Management System and the impact on COOP.
- Identify potential training courses that may benefit federal agencies.

- Develop and offer to other federal agencies a draft Memorandum of Understanding/Alternate Facilities.
- Decide how to work with state and local agencies on COOP plans and other activities.

Objective c. Recommend common goals and standards for COOP planning, budgeting, and programming.

Tasks and Goals.

- Coordinate COOP planning and plans with other municipal and county jurisdictions around St. Louis.
- Review and make recommendations, as appropriate, on the federal communications back-up plan.

Objective d. Provide standards and criteria to ensure interoperability among Federal Agencies COOP plans and programs.

Tasks and Goals.

- Use the guidance and standards for COOP as stated in PDDs 62, 63, and 67 and FPCs 65.
- Provide information and assistance to other federal agencies on these PDDs and FPCs and HSPD's.

Objective e. Encourage mutual aid and assistance in the planning for and conduct of COOP.

Tasks and Goals.

- Set aside time in a GCWG meeting to further discuss and identify mutual aid issues (facilitating communications, other assistance).
- Identify resources, as a group, that can be used to assist other agencies.

Objective f. Support the objectives of National Security Emergency Preparedness (NSEP) as identified in relevant Presidential guidance.

Tasks and Goals.

- Review and become more familiar with National Security Emergency Preparedness guidelines and directives.
- Be proactive in supporting these guidelines and directives and in assisting other agencies in supporting them.

Objective g. Encourage coordination and communication between programs such as those detailed in PDDs 62, 63, and 67.

#### Tasks and Goals.

- Become more familiar with these programs and what other departments and agencies are doing to support them.
- Identify hazards and vulnerabilities that can affect federal facilities and other critical COOP infrastructures.

Objective h. Coordinate programs and activities as directed by the St. Louis Federal Executive Board (FEB) and serve as a source of recommendations on continuity of operations policy, planning, and programs.

#### Tasks and Goals.

- Produce a synopsis of issues discussed by the GCWG for the FEB.
- Have as a goal production of a 'hands-on product' that can be seen and used by members of the FEB to support their respective COOP programs.

Objective i. Standing and *ad hoc* committees may be established to accomplish the purpose and objectives of the GCWG.

#### Tasks and Goals.

- Review GCWG requirements and identify the need, as appropriate,

Objective j. The GCWG will meet on a regular basis as determined by the working group membership. Any member may request a special meeting of the group.

#### Tasks and Goals.

- GCWG members felt regular meeting were essential to the success of the working group. Meetings will be conducted monthly until the working group's tasks and goals are further defined and prioritized, and the COOP infrastructure is in place to accomplish these.

Objective k. Meetings will be conducted in an unclassified environment.

#### Tasks and Goals.

- Although no classified information has been received on COOP to date, every effort will be made to keep GCWG discussions at the unclassified level.